

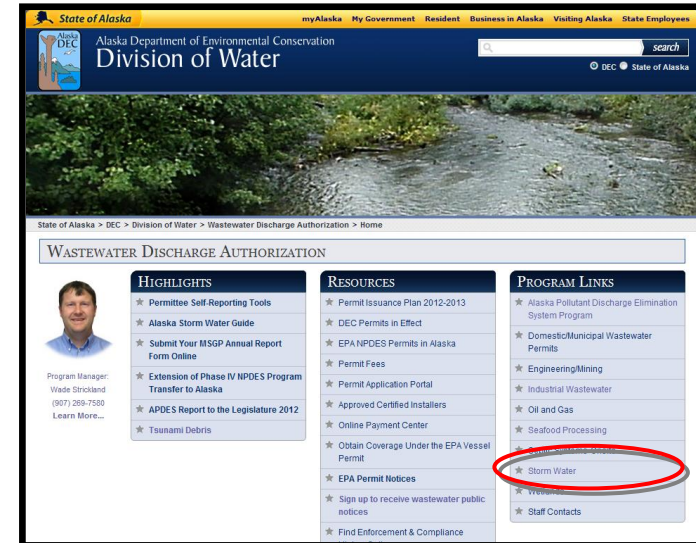
Storm Water Construction General Permit eNOT

Step-by-Step Guide

The Construction General Permit (CGP) Notice of Termination (NOT) can now be filled out using the Division of Water's Online Application System. This document will guide you through this online process.

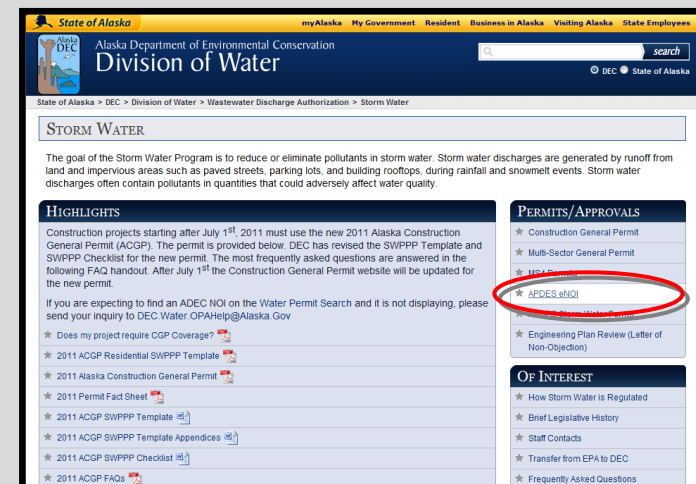
Construction General Permit eNOT

- 1 Go to the Division of Water's Wastewater Discharge Authorization home page at:
<http://www.dec.state.ak.us/water/wwdp/index.htm>
and select the **Stormwater** link under **Program Links**.



- 2 The Storm Water home page contains links to the Construction General Permit, APDES Storm Water Forms and many other resources for permittees.

When you are ready to begin the online eNOT application process, click on the **APDES eNOI** link under **Permits/Approvals**.



3

On the next page, click the Complete APDES eNOI Online button.

Storm Water eNOI System FAQs are available at:

<http://dec.alaska.gov/water/wnpspc/pdfs/eNOIFAQs.pdf>

APDES ELECTRONIC NOTICE OF INTENT (eNOI)

APDES eNOI

DEC has developed an eNOI system for electronic entry and submittal of the forms to apply for coverage under the APDES storm water permits. Operators seeking coverage under the APDES storm water permit should not use the EPA eNOI system, they should use the APDES eNOI system. We currently have the Construction General Permit Notice of Intent (eNOI) and Notice of Termination (NOT) and the Multi-Sector General Permit Notice of Intent (eNOI) available on-line. Operators seeking coverage under the Construction General Permit or the Multi-Sector General Permit may file their NOI either using the eNOI system or submit paper forms to DEC at the address listed below. At this time the Multi-Sector General Permit Notice of Termination (NOT) can only be submitted in paper form and should be sent to DEC at the address listed below.

New to the eNOI System is the MSGP Report Submittal application. The MSGP Report Submittal application allows permittees to submit a MSGP Annual Report Form as an attachment to the application. For additional information, see the "Step-by-Step" document located in the "Of Interest" box to the right.

Prior to entering the APDES eNOI system we recommend the following steps to make it easier to use the system:

1. Read the permit (available on the Construction General Permit or Multi-Sector General Permit page)
2. Read the instructions that go with the NOI or NOT form for the permit for which you are applying for coverage (available on the APDES Storm Water Forms page)
3. Read the Step-by-Step instructions on how to file the eNOI or eNOT (available in the Quick Links box to the right)
4. Fill out the paper NOI or NOT before entering the system so you do not need to look up the information while you are entering data into the system
5. If you have questions about the storm water permit, see the Frequently Asked Questions on the page for each permit (FAQs Construction General Permit or FAQs Multi-Sector General Permit)
6. In order to electronically sign any online application you will be required to use your validated myAlaska account. See the eNOI FAQs for more information.

To enter the APDES eNOI system, please click on the button below.

Complete APDES eNOI Online

Paper Submittal of Forms

Please submit your paper forms to:
Alaska Department of Environmental Conservation
 Division of Water - Storm Water Program
 555 Cordova St.
 Anchorage, AK 99501

4

From the OASys home page, you can continue to your application by clicking the **"Continue to MyAlaska"** button.

TIP:

OASys requires an active myAlaska account. If you do not have a myAlaska account, you can create one by following the steps outlined in the **"myAlaska"** box at the bottom of the page.

Department of Environmental Conservation
Water Online Application System

WELCOME TO DEC'S WATER ONLINE APPLICATION SYSTEM (OASys)

This system may be used to:

- Apply for ADEC state general permit coverage for contained water and excavation dewatering
- Apply for APDES general permit coverage for construction storm water, industrial storm water, and offshore seafood processor
- Submit APDES notice of termination for construction storm water and the annual report for industrial storm water
- Apply for Municipal Matching Grant, Alaska Clean Water Actions Grant and Village Safe Water Grant
- Submit the Alaska Drinking Water Fund, the Alaska Clean Water Fund, and Municipal Matching Grant questionnaires
- Submit the Municipal Grant and Loan quarterly report
- Register a Commercial Passenger Vessel
- Submit a Remote Maintenance Worker Trip Report

Note: New application types are added to the system frequently.

To view other applications, please go to the Permit Application Portal.

To enter the Water Online Application System, select "Continue to myAlaska" and login using your myAlaska user account.

Continue to MyAlaska

myAlaska

If this is your first time visiting this page and you do not have a myAlaska account, enroll at myAlaska.
[Guidance for Creating New myAlaska Account](#)

Please direct questions to DEC Water: OPAhelp@Alaska.Gov.
 For storm water permit applications call 907-269-6117 and for all other applications call John Randolph at 907-465-5307.
 OASys Help | MyAlaska Help

5

After successfully logging to myAlaska, you will arrive at the Water Online Application system.

Select the “**Storm Water**” tab then select the “**Storm Water Construction General Permit eNOT**” from the available categories.



6

A series of steps will take you through the application, asking for information pertinent to your project. Fill out the information on these pages as completely and thoroughly as possible.

TIP:

The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.

TIP:

Any question with a red star (*) next to it is required and must be completed before the current step can be completed.

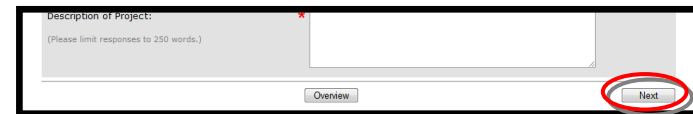


TIP:

When you have finished a step, you can go to the next step by selecting the “**Next**” button at the bottom of the page.

TIP:

At any time, you can logout and your information will be saved. **NOTE:** Changes made in the current step are not saved until you hit “**Next**”.

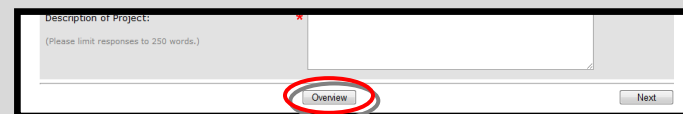


T At any time, you can also select the “**Overview**” button
I at the bottom of any page to go to the overview step
P (last step). This step allows you to review your
information from all steps and to edit previously
entered information.

P **NOTE:** Remember, changes to the current page are not
saved until you hit “**Next**”. Any changes made prior to
clicking “**Overview**” will be lost.

T If you need to **void** an application (questionnaire, application, or quarterly report) that was entered in error,
I please send an email to: DEC.Water.OPAHelp@alaska.gov.

P Please include the tracking number for the application needing to be voided.

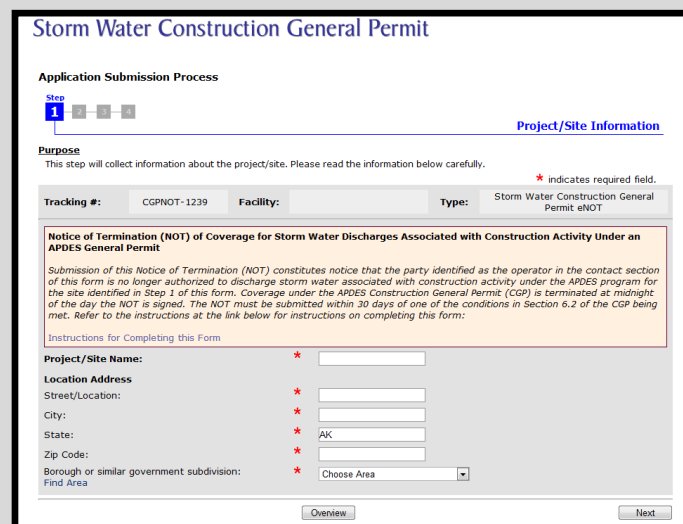


Description of Project:
(Please limit responses to 250 words.)

Overview Next

7 **Step 1** of the application submission process asks for
the location of your project.

Answer all questions as required then click “**Next**” to
continue to the next step.



Storm Water Construction General Permit

Application Submission Process

Step 1 of 4

Project/Site Information

Purpose
This step will collect information about the project/site. Please read the information below carefully. * indicates required field.

Tracking #: CGPNOT-1239 Facility: Type: Storm Water Construction General Permit eNOT

Notice of Termination (NOT) of Coverage for Storm Water Discharges Associated with Construction Activity Under an APDES General Permit

Submission of this Notice of Termination (NOT) constitutes notice that the party identified as the operator in the contact section of this form is no longer authorized to discharge storm water associated with construction activity under the APDES program for the site identified in Step 1 of this form. Coverage under the APDES Construction General Permit (CGP) is terminated at midnight of the day the NOT is signed. The NOT must be submitted within 30 days of one of the conditions in Section 6.2 of the CGP being met. Refer to the instructions at the link below for instructions on completing this form:

Instructions for Completing this Form

Project/Site Name: *
Location Address: *
Street/Location: *
City: *
State: * AK
Zip Code: *
Borough or similar government subdivision: * Choose Area

Overview Next

8

Step 2 of the application submission process collects contact information for various certification roles.

Note: You may enter multiple contacts and a single contact may fulfill multiple roles. Simply check all applicable roles for each contact.

Complete all required contacts then click **"Next"** to continue to the next step.

Storm Water Construction General Permit

Application Submission Process

Step 2 of 3

Contacts

Purpose:
This step allows you to enter contact information for the Operator and NOT Certifier. All contacts that are marked as required MUST have a contact that fulfills that role.

"IMPORTANT CERTIFICATION INFORMATION"

The NOT Certifier application: 1. This Contact is the...
You may make multiple selections if this person fills more than one role

(1) For a person who performs the following:
(A) the person who performs the explicit or implicit duties of the permit holder
(B) the person who performs the duties of the permit holder
(2) For a person who performs the following:
(A) the person who performs the duties of the permit holder
(B) the person who performs the duties of the permit holder

Operator* ☐ NOT Certifier* ☐

2. Contact Information...

Contact Name: * First MI Last

Contact Title:

Organization Name: *

Mailing Address: *

City, State, ZIP: * AK

Country: * USA

Phone: *

Phone (Cell):

Fax:

e-Mail Address:

Web Site:

Cancel Save

* indicates required field.

Tracking #: CGPNOT-1239 Facility: test Type: Storm Water Construction General Permit eNOT

Your Application Contacts

To add a new contact, click the add button to the right.

Add Remove

9

Step 3 of the application submission process asks for the tracking number of the application to be terminated and the reason for termination.

Answer all questions as required then click **"Next"** to continue to the next step.

Storm Water Construction General Permit

Application Submission Process

Step 3 of 3

Permit Information

Purpose:
This step will allow you to enter information about the permit you are terminating.

* indicates required field.

Tracking #: CGPNOT-1239 Facility: test Type: Storm Water Construction General Permit eNOT

CGP NOI Permit Tracking Number: *

Reason for Termination *

☐ Final stabilization has been achieved on all portions of the site for which you are responsible.

☐ Another operator has assumed control, according to Appendix A, Part 2.3 of the CGP, over all areas of the site that have not been finally stabilized.

☐ Coverage under an alternative APDES permit has been obtained.

☐ For residential only, temporary stabilization has been completed and the residence has been transferred to the homeowner.

☐ The planned construction activity identified on the original NOI was never initiated (e.g., no grading or earthwork was ever started) and plans for the construction have been permanently abandoned or indefinitely postponed.

Previous Overview Next

10 Step 4 is the “**Application Overview**” page (last step). It gives you an opportunity to review and edit the information that you have entered so far.

To change any information in a section, select the edit button that corresponds to that section.

11 After all information is entered and you have finished adding all online attachments, you will need to sign and submit your application.

A check will appear next to “**1. Complete Steps**” if the application is complete and ready to be signed.

To go the **Final Steps** page, select the “**2. Sign**” link under tasks on the Application Overview page. You can also click on the “**Continue**” button at the bottom of the page.

12 The “**Final Steps**” page presents the options for signing your application:

- Sign using an e-Signature (Skip to the next step of this guide)
- Print and sign a hard-copy (Skip to step 15 of this guide)
- Invite another party to sign your application (Skip to step 17 of this guide)

13 To sign your application with an e-Signature, your account must be validated through MyAlaska.

Select **“Sign this Application Using e-Signature”**.

NOTE: If you use a **myAlaska** account that has been used to apply and e-sign for a PFD, you are automatically validated.

Tracking #: CGPNOT-1239 Facility: test Type: Storm Water Construction General Permit eNOT

Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit MyAlaska to complete the validation process.

Print, Sign and Submit a Hard-Copy Signature Page
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:*

Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

Cancel Overview

14 Carefully read the information and signature agreement on this page, check the box if you agree with the Signing Agreement, and enter your **myAlaska Password**. To complete the signing process, click on the **“E-Sign”** button.

Who Signs the Application?

18 AAC 83.385. Signature requirements for permit applications and reports

(a) A permit application must be signed as follows:

- (1) for a corporation, a responsible corporate officer shall sign the application; in this subsection, a responsible corporate officer means
 - (A) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation; or
 - (B) the manager of one or more manufacturing, production, or operating facilities, if
- (i) the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental statutes and regulations;
- (ii) the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and
- (ii) authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
- (2) for a partnership or sole proprietorship, the general partner or the proprietor, respectively, shall sign the application; and
- (3) for a municipality, state, or other public agency, either a principal executive officer or ranking elected official shall sign the application; in this subsection, a principal executive officer of an agency means
 - (A) the chief executive officer of the agency; or
 - (B) a senior executive officer having responsibility for the overall operations of a principal geographic unit or division of the agency.

Signing Agreement

By selecting the "I agree with the above statement" box, entering my MyAlaska password, and clicking on E-Sign, I:

- 1) certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.
- 2) certify that I am Brian Marx as identified by the myAlaska identity verification system;
- 3) agree that I am signing this notice of termination under the Storm Water Construction general permit and
- 4) agree that I intend to be bound by the electronic record of this notice of termination under the Storm Water Construction general permit and the electronic record of this signature.

☐ I agree with the above statement

MyAlaska Password

15 To print a hard-copy signature page, select **“Print, Sign and Submit a Hard-Copy Signature Page”**.

Tracking #: CGPNOT-1239 Facility: test Type: Storm Water Construction General Permit eNOT

Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit MyAlaska to complete the validation process.

Print, Sign and Submit a Hard-Copy Signature Page
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:*

Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

Cancel Overview

16 Carefully read the steps to submitting your application on this page. Click the **“Print the Official Signature Page”** link to access your printable signature page.

WARNING: Printing your official signature page will lock your application and you will not be able to make any additional changes.

Water Online Application System

Print and Submit a Hard-Copy Signature Page

Purpose
As part of the application process, each applicant (or agent of the applicant) must submit a validated signature. Alternatively, you may return to the [Signing and Paying Options Page](#) to select a different option for submitting a signature. If you have any questions about this process, contact your local DEC office or send an e-mail to DEC.Water.OPAHelp@alaska.gov

Please Note: Your application will not be processed unless it has been signed and all fees have been paid!

Tracking #:	AKR10EG09	Facility:	test	Type:	Storm Water Construction General Permit eNOI
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1. Review Your Application
To review your application before submitting, visit the [Overview Page](#).
2. **Print the Official Signature Page**
Click the link above to display the Official Signature Page (printer friendly). Once the page has completely loaded, print the signature page. **Warning! Clicking on the link above will lock your application and you will not be able to make any additional changes.**
3. Sign the Printed Page
Once you have a printed copy of the Signature Page, locate the appropriate line on the page and enter your signature and today's date.
4. Mail, Fax, E-mail or Electronically Submit the page to the DEC Office
Use the following mailing address to submit your signature page and complete the hard-copy submission process. Fax and e-mail are also valid methods for submitting this page to DEC.
Attn: Storm Water Program
Division of Water
Alaska Department of Environmental Conservation
555 Cordova Street
Anchorage, AK 99501
Fax: 907-269-3487
Phone: 907-269-8117
Email Address: DEC.Water.OPAHelp@alaska.gov
5. Await notification that your page has been received by DEC
DEC will contact you when your Signature Page arrives. Please allow 2-3 weeks for the page to arrive at the DEC office in Juneau.

[Back](#) [Continue](#)

17 If you require another party to sign your application, select the **“Invite another party to Sign and/or Pay for this Application”** and proceed to the next step of this guide.


Tracking #:	CGPNOT-1239	Facility:	test	Type:	Storm Water Construction General Permit eNOT
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Sign this Application Using e-Signature
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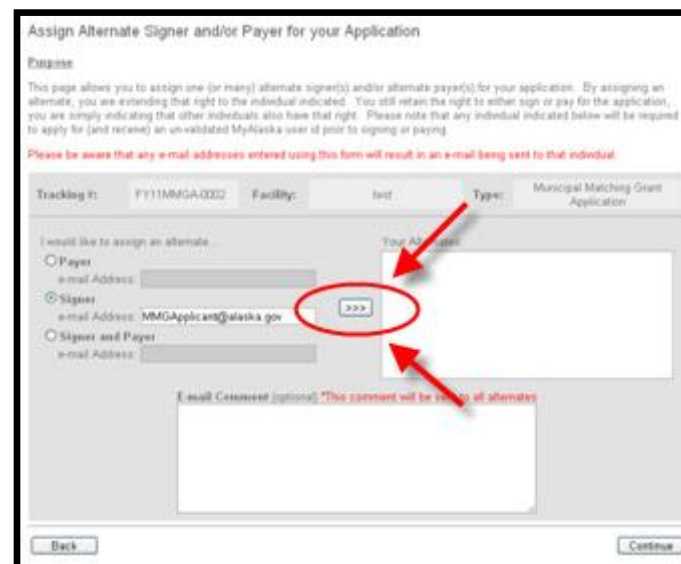
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[Cancel](#) [Overview](#)

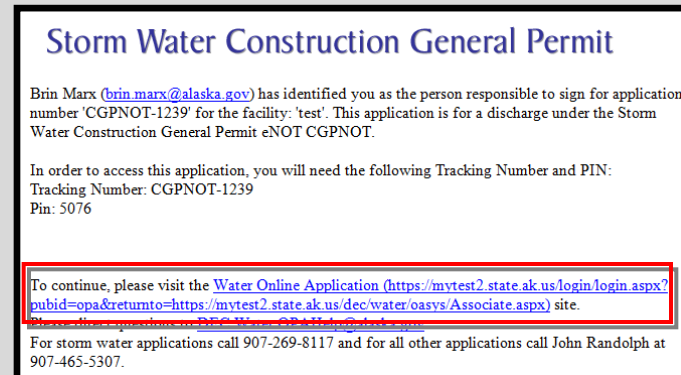
18 Select “**Signer**” from the available options then enter the email address of your alternative signer into the box and click the  button to add that contact to the e-mail list.

Click the “**Continue**” button and an email will be sent to your invited alternate.

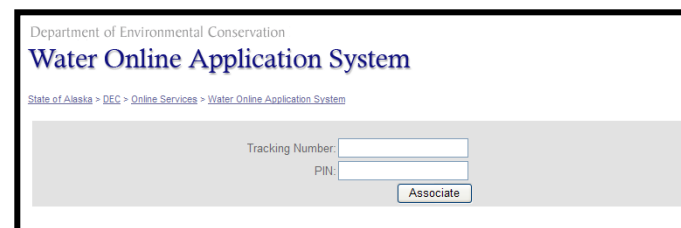


19 An instructional email containing a link to this application will be sent to your alternate signer allowing them to complete the final steps in the application process.

NOTE: The alternate signer will need to have a myAlaska account.



20 After clicking on the link provided in the email, the alternate signer/payer will login to OASys and enter the Tracking Number and PIN which are also provided in the email.



21 Alternate signer will be taken to the “**Final Steps**” page where they will have the option to sign the application.

Tracking #: CGPNOT-1239 Facility: test Type: Storm Water Construction General Permit eNOT

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Cancel Overview

22 After your application has been signed, you will receive an email certifying that your application has been submitted.

If you submitted a hard-copy signature page, it may take a few days to process.

Storm Water Construction General Permit

The electronic submission process for application number AKR10EG09 for Facility 'test' is complete.

23 If you choose to return to the application in the Water Online Application System, the Application Overview will display all tasks completed.

Storm Water Construction General Permit

Step 4 Overview

Purpose
Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

NOTE: Your information has been saved; you may also exit the system and return later to finalize it.

Tasks:

- 1. Complete Steps
- 2. Sign

Usage Tips:
Red items to the left indicate tasks that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

Your Current Application:

For assistance, please call:

John Randolph at 907-465-5307, or
Kaitee Perisich at 907-451-5337